

STATE OF WEST VIRGINIA

REAL ESTATE COMMISSION
300 CAPITOL STREET, SUITE 400
CHARLESTON, WV 25301
304.558.3555
<www.wvrec.org>

INFORMATION -- BROKER APPLICANTS

APPLICATION FEE - \$25.00

AGE - Minimum Age 18 Years

EDUCATION - 1. Must be a High School Graduate or Equivalent (GED)

2. Must submit proof that you have completed 90 clock hours (6 credit hours) in "Commission Approved" real estate courses if you are currently licensed as a salesperson in West Virginia. If you are not currently licensed as a salesperson in West Virginia, you must submit proof that you have completed 180 clock hours (12 credit hours) in "Commission Approved" real estate courses. In order to be accepted, all pre-license education must have been completed during the five year period preceding application date. An original "certification of course completion" must be submitted with your application

EXPERIENCE - Must have been licensed for a minimum of two (2) years as a salesperson. In order for the Commission to rule on your experience, you must, at a minimum, supply listing, sales and property management information for a period covering the current calendar year and the previous two (2) calendar years. This information must be entered on the attached forms. Duplicate the forms as necessary.

WAIVER - - If you wish to apply for a full or partial waiver of the apprenticeship requirement, you must file the Application for Waiver of Experience Requirement form.

RECOMMENDATION - You must obtain a Broker's Affidavit on Salesperson's Training form from all brokers with whom you have been licensed as a salesperson.

ATTORNEYS - Attorneys at Law are not required to show proof of education or fulfill the apprenticeship requirement. However, attorneys must obtain a "Certificate of Good Standing" from the West Virginia State Bar and file the certificate with their application for a broker's license. All attorneys must successfully pass the written examination.

CERTIFICATION - If you currently hold or have held a real estate license in any other state, you must contact the respective state's Real Estate Commission and obtain a Certification of your license. The original Certification must be submitted with your application and must have been issued no more than 60 days prior to filing your application with the West Virginia Real Estate Commission. *A certification is not a copy of your license.*

BACKGROUND CHECK- All applicants for an original Broker or Associate Broker license are required to submit to a state and national criminal background check prior to approval of the application and taking the licensing examination.

Your completed application will be submitted to the Commission for review at the next scheduled meeting. No application will be presented to the Commission prior to the receipt of all required supplemental documentation. Upon the Commission's approval, you will be notified when and where to appear for the examination.

The approved applicants will be notified by the Commission for the next steps in the application process

NOTE: A Course Outline and Supplementary Materials have been given to all pre-licensing schools by the Commission for dissemination to examinees. Contact the school for these materials.

LISTING INFORMATION

Year _____
of _____

Name _____

Date _____

Page _____

	LIST DATE	OWNER'S NAME	PROPERTY TYPE	PROPERTY LOCATION	LIST PRICE	LIST TERM	DISPOSITION	EARNED COMMISSION
1								
2								
3								
4								
5								
6								
7								
8								
9								
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12								
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15								
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17								
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19								
20								
21								
22								
23								
24								

I hereby certify that I have reviewed the information entered above, and it appears to be a true and accurate representation of the listings secured by the above named applicant while licensed with my firm.

Printed Name of Broker

Broker Signature

Date

SALES INFORMATION

Year _____ Name _____ Date _____ Page _____ of _____

	CLOSE DATE	PROPERTY TYPE	PROPERTY LOCATION	SALE PRICE	SELLER'S NAME	PURCHASER'S NAME	EARNED COMMISSION
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
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17							
18							
19							
20							
21							
22							
23							
24							

I hereby certify that I have reviewed the information entered above, and it appears to be a true and accurate representation of the sales transactions handled by the above named applicant while licensed with my firm.

Printed Name of Broker

Broker Signature

Date

PROPERTY MANAGEMENT INFORMATION

Year _____ Name _____ Date _____ Page _____ of _____

	CONTRACT DATE	CONTRACT TERM	PROPERTY TYPE	PROPERTY DESCRIPTION/LOCATION	OWNER'S NAME	# UNITS	EARNED COMMISSION
1							
2							
3							
4							
5							
6							
7							
8							
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24							

I hereby certify that I have reviewed the information entered above, and it appears to be a true and accurate representation of the property management transactions handled by the above named applicant while licensed with my firm.

Printed Name of Broker

Broker Signature

Date

WEST VIRGINIA REAL ESTATE COMMISSION
300 Capitol Street, Suite 400
Charleston, West Virginia 25301
304.558.3555
www.wvrec.org

BROKER'S AFFIDAVIT ON SALESPERSON'S TRAINING

Name _____ of _____ Applicant _____ for _____ Broker's _____ License: _____
Name of Employing Broker: _____
Applicant was in my employ
from _____ to _____ and earned total commissions of
\$ _____ and/or a salary in the amount of \$ _____.

The applicant practiced real estate brokerage an average of _____ full days per week.

	YES	NO
I believe the applicant is reliable, honest, trustworthy, and of good character.		
I believe the applicant has gained sufficient experience and is competent to transact business as a real estate broker in a manner that would protect the public interest and recommend the applicant be granted a broker's license.		

For the following questions, please attach additional pages as needed.

- (1) Please describe how you have taught the Applicant the methods, techniques and terminology of the real estate business while under your supervision:
- (2) Please describe how the Applicant has gained sufficient experience to undertake the responsibilities of a broker.
- (3) Please provide any additional information you believe would assist the Commission in evaluating the Applicant's qualifications for a broker's license.
- (4) Please provide information regarding other employment the Applicant had while licensed with your firm.

By signing below, you attest under oath that the above statements are true and correct to the best of your knowledge and belief.

Licensed Real Estate Broker

Taken, subscribed and sworn before me on this _____ day of _____.

Notary Public

BROKER MAY RETURN THIS COMPLETED AFFIDAVIT DIRECTLY TO THE COMMISSION OFFICE